



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the **full-time** position of:

SEIU Posting
Transportation Coordinator
Council on Aging
Hourly Rate Range \$23.7887 to \$28.4963

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **July 24, 2016**

The purpose of this position is to coordinate the transportation program for the Council on Aging including all rides given. The work is performed under the general supervision of the Council on Aging Director. Coordinates repair and maintenance of Council on Aging vehicles with the Highway Department; ensures appropriate inspection and registration of vehicles. Receives and reconciles all monies received from donations and grants; prepares weekly deposit of funds; prepares and submits reports to funding sources. Prepares and submits all required paperwork including monthly Council on Aging Board reports. Manages inventory of medical equipment for lending to Seniors. Responsible for management and coordination of duties for three drivers.

High school diploma or equivalent with one year of dispatching or related experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Must be able to obtain a Massachusetts Commercial Driver's License with Passenger Transport endorsement within thirty days of hire.

This is a benefits-eligible position, covered under a collective bargaining agreement (SEIU), with an hourly rate range of \$23.7887 to \$28.4963, working 35 hours weekly.

Resumes with the required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of **July 24, 2016**

EEO



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov